

**Laboratory Certification Standards Review Council  
Meeting Minutes From 12/04/2002**

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**Attendance**

Council Members: Paul Junio (Chair), Jim Kinscher and Marcia Kuehl (Secretary)

DNR Staff: Phillip Spranger and David Webb

Others in Attendance: Paul Harris, R.T. Krueger and Kurt Knuth

**Summary and Action Items**

A quorum was not present for this meeting and the Council limited the agenda to informational items only. At this meeting the Certification Standards Review Council:

- Were provided a quarterly update on the status of lab audits, audit reports and closures;
- Discussed how the Lab Cert. program communicates decisions with laboratories in general, and decisions regarding PCBs in sludges and drinking water in particular;
- Discussed upcoming training and presentations planned by Program staff and strategies for delivering and funding future training efforts;
- Discussed the EPA's recent approval of Standard Methods 20<sup>th</sup> edition and how this affects Wisconsin certified labs.
- Were provided an update relating to an agenda item from the last meeting: QC measures required of labs relating to bottle cleanliness;
- Discussed and deferred action on a request to approve two new reference sample providers, Spex Certiprep and Wibby Environmental; and
- Tentatively scheduled the next Council meeting for Wednesday, February 19, 2003.

**Agenda Items**

**I. Check in/Agenda Repair**

- A. Council members, DNR staff and Guests were introduced.

**II. Approval of May 15, 2002 Meeting Minutes**

- A. Council members reviewed the minutes. Several miss-numbered sections were noted and George Bowman submitted some corrections by e-mail, but action was deferred due to the lack of a quorum. The minutes will be revised as noted and redistributed prior to the next meeting for review and approval.

**III. Audit Status – Quarterly Update**

- A. Mr. Webb reported on the Program's audit activity for the first quarter the 2002-2003 fiscal year (FY03) and for the FY03 fiscal year to date. Audit numbers are summarized in the table below. The central office goal is 44 each of audits, reports and closures annually, or 11 of each per quarter. The goal for the Regional Program is 110 each of audits, reports and closures annually, or 27 to 28 of each quarterly. Mr. Webb noted that while the first quarter numbers were a little low, the second quarter numbers are catching up.

	<b>Audits</b>	<b>Reports</b>	<b>Closures</b>
<b>Central Office</b>			
FY03 to Date	16	17	35
First Quarter	7	9	24
<b>Regional Program</b>			
FY03 to Date	38	38	35
First Quarter	23	21	21

- B. An audit priority report was distributed to Council members, as requested at the previous meeting. Mr. Webb discussed the process used to assign labs. The "complete" date on the report is dependent on back and forth between the lab and auditor to resolve deficiencies. Some "open audits" are on the report, which is indicated by a complete date that is earlier than the audit or report date. The report requires a fair amount of interpretation and so is probably not for general distribution. The Council would like to see the report annually.

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- C. Mr. Webb reported that he has suspended the peer review process for audit reports. Mr. Webb will review audit reports himself. Peer review was a powerful tool to bring about consistency because the process brought up issues that needed to be addressed. However, the process became time consuming and ultimately counterproductive. It may be re-instituted in the future.

#### **IV. Communication Issues**

Several communications-related issues came up during the discussion of audits.

- A. *Information Dissemination.* Mr. Webb stated that the Program is discussing using a variation of the program's standard information dissemination (SID) form to document program decisions. He asked how best to share this information with the lab community—through the Council, LabNotes, the audit process, mailings or the web site?

Mr. Junio felt the information needed to be disseminated broadly. Mr. Webb stated that the SID system would provide an ongoing, updated source for decisions. He noted that some of these decisions are really clarifications of method or code. Mr. Junio states that NELAC publishes recent decisions on their web site to document resolutions of issues brought up at biweekly state accrediting authority meetings.

- B. *PCB in Sludge.* R.T. Krueger related a situation he recently encountered regarding PCBs in sludge. The Watershed Program recently sent out draft guidance to facilities regarding a new PCB method. A customer criticized his lab for not understanding the new requirements, but there was no communication to labs regarding the issue. Mr. Webb explained that Watershed felt they were getting "bad data" for PCB analyses. Watershed wanted facilities to use the State Lab or the State Lab's method (modified 8082) because they do more clean up, etc. R.T. was concerned about citing an individual lab's SOP and that the SOP was not externally reviewed.

Mr. Webb would like other DNR Programs to consult with Lab Cert. prior to making decisions on technical issues. Mr. Webb has pursued establishing firmer lines of communication with the DNR programs; for example, he recently attended the WPDES permit drafters meeting.

- C. *PCB's in Drinking Water.* Mr. Webb discussed the issue of labs performing screening of drinking water samples for PCBs using EPA method 505. NR 809 says labs doing this type of analysis shall be certified. Historically, the Program has only offered full certification for PCBs (i.e., must be able to perform method 508A and do a PT for PCBs as DCB). We asked the drinking water program whether they wanted the certification program to offer certification for only the screening procedure. We are awaiting a decision on what they want to do and then this will be communicated to labs.

#### **V. Training and Presentations**

- A. Mr. Webb reported that Rick Mealy will be doing chlorine training at WRWA in Fennimore and Whitewater and advanced QA in Prairie du Chein in January and another advanced QA session in Winneconne in March.
- B. Mr. Webb will speak at the Government Affairs Seminar in January. He will talk about NR 149, NR 148 and possibly the "method code."
- C. Mr. Webb reported that Rick Mealy has been named the program's training coordinator. The program is getting the word out to let people know that Rick is the point person for training. There have been continued discussions with WSLH on coordination with the goal of developing a more cohesive training program. A training session on ICP metals is in the works.
- D. At the WWOA annual conference the program had a booth with the TRC video playing on a continuous loop and free CDs for distribution. The next step is to start work on fecal coliform or e. coli training. Mr. Webb also noted that the Lab Cert. web site was updated to include a new training page.

#### **VI. 20<sup>th</sup> Edition of Standard Methods**

- A. Mr. Webb reported that labs will be allowed to cite the 20<sup>th</sup> edition of Standard Methods for most analyses. The issue was revisited recently because of an issue with BOD sample temperatures and holding times. NR 149 references the 19<sup>th</sup> ed. NR 219 references the 18<sup>th</sup> and EPA has approved the 20<sup>th</sup>. Since NR 149 states in the method section that state and federally required methods shall be used, and the 20<sup>th</sup> edition is promulgated in the code of federal regulations, the Program will allow the new version.

#### **VII. Follow up on QC Measures Required As a Result of an Audit: Bottle Cleanliness**

- A. Mr. Webb reported that the program will not require labs to maintain the traceability of sample bottles. The program will recommend that labs have a system of assuring that they have clean sample bottles. Mr. Junio asked how we would notify labs of this. There is an issue of how far back you go to correct past citations. Council asked whether it could be included in lab notes? Mr. Webb will look into doing this.

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**VIII. Proposal to Approve New Reference Sample Providers**

- A. Mr. Junio reported that there are two PT providers that want Wisconsin approval—Wibby Environmental and Spex Certiprep. Wibby is a full-scale environmental PT provider, while Spex is primarily inorganic. Audit chemist Diane Drinkman evaluated submittals from both providers and felt that they should be approved. Spex is NIST approved. Wibby is in the process of getting approved and will have their NIST audit this week. There are no other changes proposed to the PT provider listing. The Council members present were supportive of the approval, but a quorum was not present to make a recommendation. Mr. Junio will send an e-mail to the entire Council for a vote on whether to concur with the approval of these two new providers.

**IX. Future Meeting Dates**

- A. The next Council meeting was tentatively scheduled for Wednesday, February 19, 2003 [Note: The next council meeting was rescheduled to Thursday, February 13, 2003, from 10:00 a.m. to 3:00 p.m. in Madison.]. Location to be announced. In addition to the standing agenda items, the Council will review the Program's proposal for Fiscal year 2003-2004 budget and fees. Forward suggestions for agenda items to Paul Junio (920/261-1660 or [pjunio@testamericainc.com](mailto:pjunio@testamericainc.com)) or Phillip Spranger (608/267-7633 or [phillip.spranger@dnr.state.wi.us](mailto:phillip.spranger@dnr.state.wi.us)) for the consideration of the Council officers.
- B. Mr. Junio adjourned the meeting.